

ISSUED 9/17/2012

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

GOLF COURSE SUPERINTENDENT

EXAMINATION #62-184

GOLF COURSE SUPERINTENDENT, Saratoga County. At the present time there is one vacancy in the Town of Clifton Park. The results of this eligible list will be used to fill vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$20.25/hr

LAST DAY TO FILE IS OCTOBER 24, 2012

DATE OF THE EXAMINATION IS DECEMBER 1, 2012

NOTICE: **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: A mandated examination fee of \$7.50 has been imposed by New York State on all Municipalities under the jurisdiction of NYS Civil Service beginning October 1, 1989 for each separate numbered examination for which you apply. However, the "Saratoga County Legislative Board" passed a resolution to absorb this fee for all Saratoga County Residents only. All other applicants must submit the \$7.50 fee for each exam that they apply for. Please make checks payable to the **Saratoga County Treasurer's Office. This fee is non-refundable.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This is a management position involving the responsibilities for efficient operation and maintenance of a municipal golf course and its facilities. Responsibilities includes but not limited to maintenance of greens, tees and fairways as well as non playable areas. This position is also responsible for the maintenance of all equipment associated with the golf course. Pin placement and proper turf care is also a major responsibility of the Golf Course Superintendent. The work is performed under the general supervision of The Towns Director of Buildings and grounds or some higher ranking Administrative position. Supervision is exercised over subordinate employees. Does related work as required.

MINIMUM QUALIFICATIONS: **Either:**

- A. Graduation from high school or possession of a high school equivalency diploma and six years of satisfactory experience in the construction or operation and maintenance of a golf course or park facilities, two of which must have been in a supervisory capacity OR;

- B. Any equivalent combination of training and experience sufficient to indicate ability to do the work.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Grounds maintenance, including turf, trees and shrubs -These questions test for knowledge of the principles and practices involved in grounds maintenance and may include such areas as turf grass planting, fertilizing, and maintenance, tree and shrub selection, planting, transplanting, trimming and maintenance, snow and ice control and safe operating practices involved when performing grounds maintenance activities.

2. Work scheduling -These questions test for knowledge of the principles for developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage.

3. Tools and their uses -These questions test for knowledge of the various types of tools used in parks and grounds maintenance and repair work, including the proper use of these tools.

4. Principles and practices of golf course maintenance, construction, and rehabilitation -These questions test for knowledge of the principles and practices involved in the construction, maintenance, and rehabilitation of golf course facilities and may include such areas as proper upkeep of greens, bunkers, fairways, and roughs; selection and safe operation of the various types of equipment to use; and proper watering procedures and sprinkler system operation.

5. Supervision -These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:
www.cs.ny.gov/testing/localtestguides.cfm

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS."

Devices with 'Typewriter Keyboards,' 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are **prohibited**.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II – February 28, 1941 to and including December 31, 1946

Korean War – June 27, 1950 to and including January 31, 1955

Vietnam Conflict – February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing, down loading from our web site @

www.saratogacountyny.gov, phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER